

NMCMPS Requirements Tracking Module (RTM)

Lesson 2:

Validation at Level 1 and Level 2

(plan for internal source, validate to Manpower
Claimant, send request/requirement back to
requestor, validate for HQ)

Steps in Requirements Tracking Module

- Level 1 – Prior to Manpower Claimant
 - Build Request (required, see Lesson 1)
 - Review Requirements (optional)
 - Internally Source (optional)
 - Submit Requirements (required)
 - Validate for Claimant (required)
 - Reject Requirements (optional)
 - Require additional information from Requestor (optional)
 - Cancel Requirements (optional)

Steps in Requirements Tracking Module

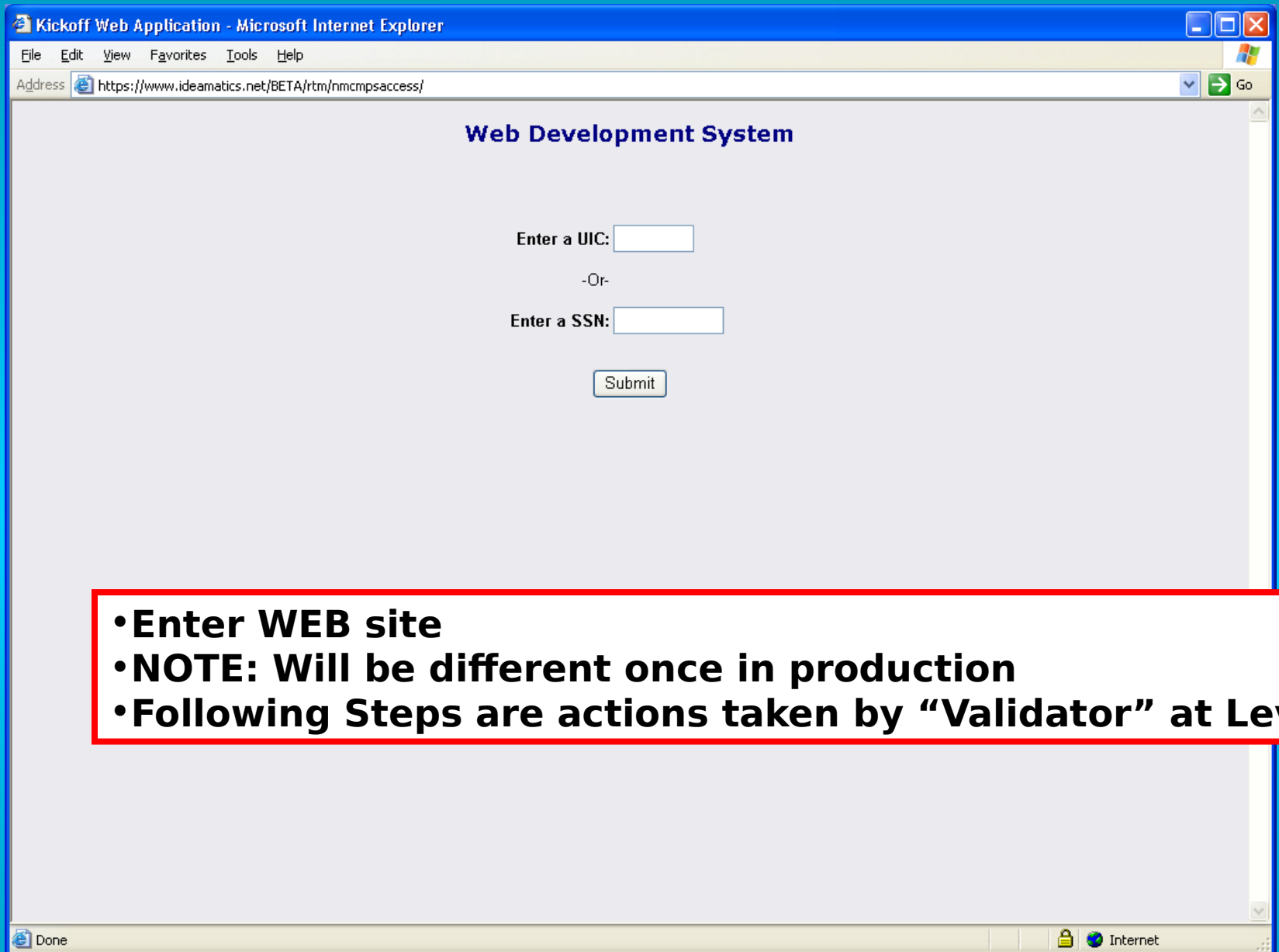
- Level 2 – Manpower Claimant
 - Review Requirements (optional)
 - Internally Source (optional)
 - Validate for Headquarters (required)
 - Require Additional Information from Requestor
 - Reject Requirements (optional)

Steps in Requirements Tracking Module

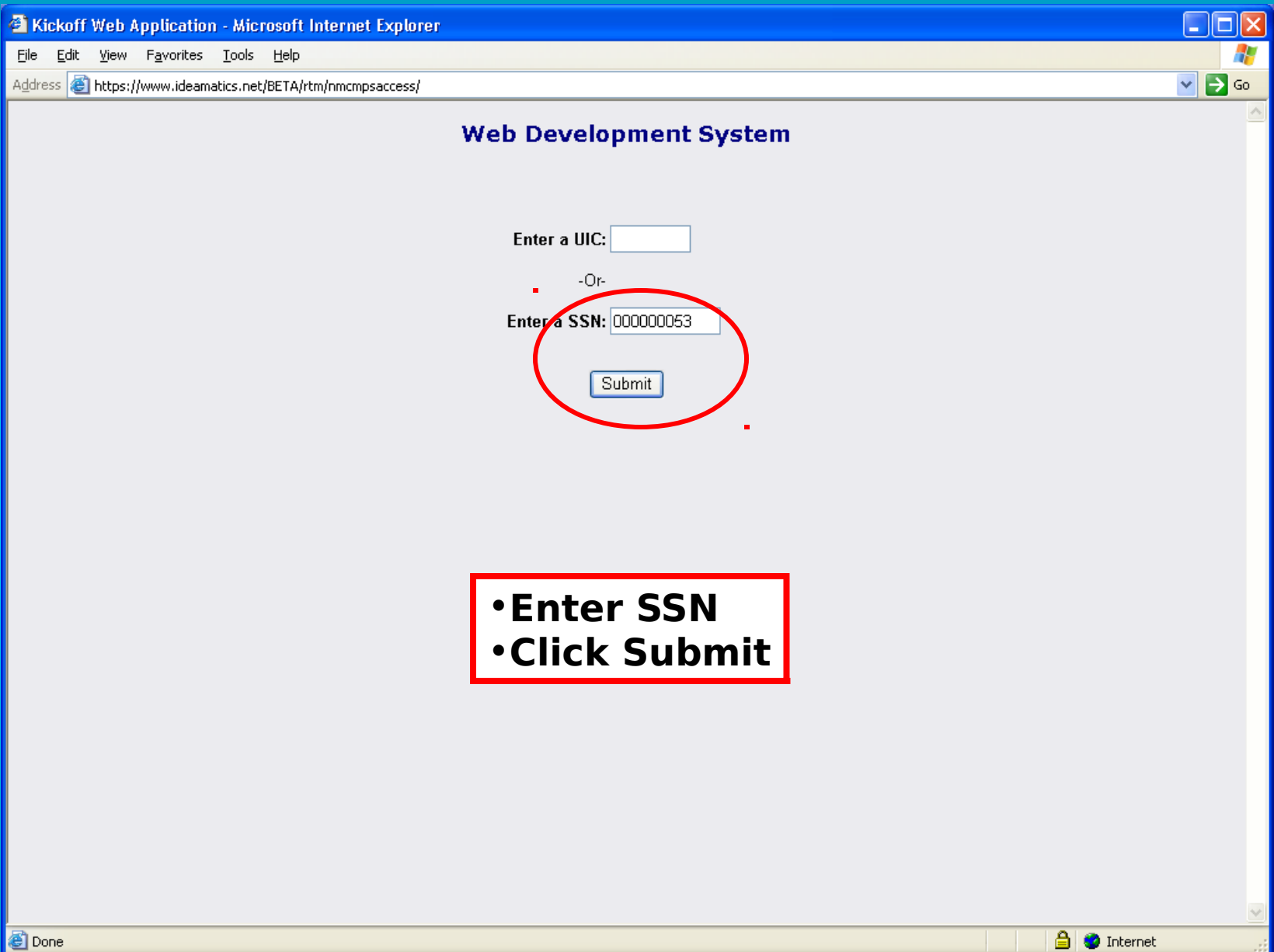
- Level 3 – Headquarters USN
 - HQ Action Officer Review of Requirements (required)
 - Review of requirements by various office codes at HQ (optional)
 - Require additional information from Requestor (optional)
 - Deny requirements
 - Approve Requirements

PURPOSE

- To provide step-by-step instructions for actions of the Level 1 (below Manpower Claimant) and Level 2 (Manpower Claimant) Validation.
- Brief details steps a user takes for validation of requirements to the Manpower Claimant, or show planned for internal sourcing, or sending requirements back to requestor.
- Then Manpower Claimant Validation Role is covered.



- Enter WEB site
- NOTE: Will be different once in production
- Following Steps are actions taken by “Validator” at Level 1





NMCMPs - Requirement Tracking Module - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/AppHome.aspx>

NMCMPs RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Requirement Tracking Module

 **Jurisdiction Report for VALIDATOR LVL1 (STENNIS)**

Selected Role Jurisdiction Information
UIC: 21847 MANPOWER CLAIMANT: COMPACFLT

Requires Attention

Status	# Of Requirements
Submitted for Validation	22

Status Summary

Status	# Of Requirements
Approved	40
Additional Info Required By Claimant	1
Denied	1
Rejected By Claimant	3
Reviewed By HQ	3
Sourced	3
Sourced - Currently Open	2
Planned for Internal Sourcing By Claimant	5
Submitted for Validation	22

[Refresh](#) ☐ Load Requests ☒ Load Requirements

- Status Screen box appears.
- Note: Requires attention indicates those requirements that are in your 'inbox' for action
- Only 'see' those requirements that user has jurisdiction of
- NOTE: Only those requirements that have been submitted for validation by a requestor will appear in the "Requires Attention" section.

Requirement Tracking Module



Jurisdiction Report for VALIDATOR LVL1 (STENNIS)

Selected Role Jurisdiction Information

UIC: 21847 MANPOWER CLAIMANT: COMPACFLT

Requires Attention

Status	# Of Requirements
Submitted for Validation	<u>22</u>

Status Summary

Status	# Of Requirements
Approved	<u>40</u>
Additional Info Required By Claimant	<u>1</u>
Denied	<u>1</u>
Rejected By Claimant	<u>3</u>
Reviewed By HQ	<u>3</u>
Sourced	<u>3</u>
Sourced - Currently Open	<u>2</u>
Planned for Internal Sourcing By Claimant	<u>5</u>
Submitted for Validation	<u>22</u>

[Refresh](#)

☐ Load Requests ☒ Load Requirements

- Can manage by loading at Request level or by individual requirement level.
- Will discuss how to manage at individual requirement level first.

Requirement Browse - Microsoft Internet Explorer

Address: https://www.ideamatics.net/BETA/rtm/RequirementBrowse6.aspx?mode=A&stat=SV&juris=1

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator

Home | Build-A-Request | Requests | Requirements | Reports | Table Maintenance | User Admin

Requirement Search/Filter

Command Criteria

UIC Type: [v] UIC Code: [] Manpower Claimant: [v] ☒ Has Jurisdiction

Request Criteria

CRI: [] Created Date Begin Range: [] Created Date End Range: []

Requestor Name: [] Authorized By: []

Requirement Criteria

Date Search Type: [During Range v] Begin Range: [] End Range: []

RTN: [] Crisis Code: [v] Clearance: [v] Billet Category: [v]

NEC/NOBC: [] Rating/Desig: [] Pay Grade: [v] Operation: []

Paragraph: [] Line: [] ☐ JMD Billet

Additional Criteria

Status: [Submitted for Validation v] Review Group: [v]

Search | AdHoc Tool | Clear Fields

[Number of Records Found: 22.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110626	EF-1104-0001	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110627	EF-1104-0002	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110628	EF-1104-0003	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		

- The 22 requirements are loaded in the display grid.
- NOTE: default with "Has Jurisdiction" and Status of "Submitted for Validation"
- Note: Will discuss use of 'grid' filters in later lesson.

Requirement Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/RequirementBrowse6.aspx?mode=A&stat=SV&juris=1> Go

Requirement Criteria

Date Search Type: Begin Range: End Range:

RTN: Crisis Code: Clearance: Billet Category:

NEC/NOBC: ... Rating/Desig: ... Pay Grade: Operation:

Paragraph: Line: ☐ JMD Billet

Additional Criteria

Status: Review Group:

[Number of Records Found: 22.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110626	EF-1104-0001	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110627	EF-1104-0002	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110628	EF-1104-0003	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110629	EF-1104-0004	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110630	EF-1104-0005	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110631	EF-1104-0006	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110632	EF-1104-0007	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110633	EF-1104-0008	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110634	EF-1104-0009	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110635	EF-1104-0010	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110637	EF-1104-0012	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		

- A better view of the requirements displayed in the search/filter grid.
- Again, can use search/filters in top of Requirements Browse Screen to limit return of requirements. Will demonstrate later.

Requirement Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtn/RequirementBrowse6.aspx?mode=A&stat=SV&juris=1> Go

Requirement Criteria

Date Search Type: During Range Begin Range: End Range:

RTN: Crisis Code: ▼ Clearance: ▼ Billet Category: ▼

NEC/NOBC: Rating/Desig: Pay Grade: ▼ Operation:

Paragraph: Line: ☐ JMD Billet

Additional Criteria

Status: Submitted for Validation Review Group: ▼

Search AdHoc Tool Clear Fields

[Number of Records Found: 22.]

Drag a column header here to group by that column.

Requirements

Select	ID	RTN	CRI	Juris	Req UIC	Mjr. Clmt.	Requestor	Dest UIC	NEC/NO
Select	110626	EF-1104-0001	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110627	EF-1104-0002	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110628	EF-1104-0003	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110629	EF-1104-0004	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110630	EF-1104-0005	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110631	EF-1104-0006	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110632	EF-1104-0007	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110633	EF-1104-0008	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110634	EF-1104-0009	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110635	EF-1104-0010	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110636	EF-1104-0011	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		
Select	110637	EF-1104-0012	1104	1	21847	COMPACFLT	REQUESTOR (... 21847		

Ready. Loaded 22 of 22

•To take action on a requirement, select “Select” on individual record you desire to edit.

Requirement - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help

RTN: EF-1104-0001 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Submitted for Validation

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Entitlements

Govt. Quarters: AVAILABLE Govt. Messing: AVAILABLE

Per Diem Rate:

Special Instructions

☒ EXCESS BAGGAGE ☐ MALE ONLY

☐ FEMALE ONLY ☐ NEEDS OVERSEAS BAGGAGE

☐ LINGUIST

Unclassified Reporting Instructions

(Instructions below are transferred to the NIPRNET. Please ensure all information is unclassified.)

AGAIN, MUST INCLUDE REPORTING INSTRUCTIONS HERE THAT ARE REQUIRED ON UNCLASSIFIED ORDERS TO BE ISSUED TO INDIVIDUAL

Edit Status Edit Requirement View Comments Save Cancel Close

Comment Report Audit Log

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Review each tab to determine what action you desire to take on the requirement.
- NOTE: Will demonstrate how this can be sent back to section/department making the initial request because reporting instructions need to be more accurate.
- Select "Edit Status"

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) **Save** Comments Close

- Level 1 Validator can:
 - Indicate IA Planned for Internal Sourcing
 - Validate IA for Claimant to take action
 - Send Requirement back to requestor for additional information
 - Reject requirement
- In example will send back with “Additional Info Required”.
- Then click “Save”

Comment -- Web Page Dialog

A comment is required to change the status to Additional Info Required


Note: If send back for More Info Required, you MUST make a comment

Submit Cancel

- Once select "Save" Comment Box appears.
- You MUST make a comment.
- Then select "Submit".

Status -- Web Page Dialog

Current Status: Additional Info Required **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: 		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) [Comments](#) [Close](#)

- Notice the Current Status immediately changes to “Additional Info Required”
- Notice Notepad icon in status box.
- This requirement NOW appears in the requesting command’s inbox of those with a requestor role as “Requires Attention”

Requirement - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: **VALIDATOR LVL1 (STENNIS)** UIC: **21847** Role: **Level 1 Validator** [Help](#)

RTN: EF-1104-0002 **Service:** USN **Begin Date:** 2004.06.01 **End Date:** 2006.05.31 **Status:** Submitted for Validation

✓ Requestor Information

✓ Personnel Need

✓ Destination

✓ Orders Information

✓ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

Requestor

Requestor Name: **REQUESTOR (STENNIS)**

UIC : **21847**

UIC Name: **CVN 74 JOHN C STENNIS**

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: **COMPACFLT**

Authorized By: **CAPT JONES**

CRI: **1104**

[Edit Status](#) [Edit Requirement](#) [View Comments](#) [Save](#) [Cancel](#) [Close](#) [Comment Report](#) [Audit Log](#)

REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Have selected another individual requirement.
- This will be internally sourced by USS Stennis
- Again, select "Edit Status"

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To: <input type="text"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input checked="" type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) [Save](#) [Comments](#) [Close](#)

- Select “Planned for Internal Sourcing” for those requirements you indicate that you ‘plan’ to source internally.
- By doing so, higher HQs will ‘see’ the total number of IA requirements, to include those that are internally sourced in lieu of being submitted to HQ for sourcing.
- Then select “Save”

Status -- Web Page Dialog

Current Status: Planned for Internal Sourcing **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To: <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input checked="" type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant: <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#) [Comments](#) [Close](#)

- Notice Current status immediately changes to “Planned for Internal Sourcing” to indicate IA WILL be sourced internally.
- Actual ‘Sourcing’ of requirement will be covered in later lesson in the ‘Sourcing Module’.

Requirement - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help

RTN: EF-1104-0003 Service: USN Begin Date: 2004.06.01 End Date: 2006.05.31 Status: Submitted for Validation

Requestor Information

Personnel Need

Destination

Orders Information

Billet Information

By Name Candidate

Review Information

Recommendations

Source History

Requestor

Requestor Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status Edit Requirement View Comments Save Cancel Close

Comment Report Audit Log

REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Have selected another requirement.
- Again, to manage the requirement, select "Edit Status"

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

[Refresh](#) **Save** Comments Close

- This requirement was reviewed and determined that it will be sent to Manpower Claimant for action.
- Stennis "Validator" selects "Validated To Claimant" and then selects "Save".

Status -- Web Page Dialog

Current Status: Validated To Claimant **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing
Sourced:

[Refresh](#) [Comments](#) [Close](#)

- Notice: Current Status immediately changes to “Validated To Claimant”
- Requirement is NOW in the ‘inbox’ of Manpower Claimant.
- Requirement displays in the “Requires Attention” section of Manpower Claimant Validators.

Requirement - Microsoft Internet Explorer

NMCMPs RTM Version 4.0 User: **VALIDATOR LVL1 (STENNIS)** UIC: **21847** Role: **Level 1 Validator** [Help](#)

RTN: EF-1104-0004 **Service:** USN **Begin Date:** 2004.06.01 **End Date:** 2006.05.31 **Status:** Submitted for Validation

✓ Requestor Information

✓ Personnel Need

✓ Destination

✓ Orders Information

✓ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

Requestor
Requestor Name: **REQUESTOR (STENNIS)**
UIC : **21847**
UIC Name: **CVN 74 JOHN C STENNIS**

Submitted on Behalf Of
Requestor Name:
UIC :
UIC Name:

Manpower Claimant: **COMPACFLT**
Authorized By: **CAPT JONES**
CRI: **1104**

[Edit Status](#) [Edit Requirement](#) [View Comments](#) [Save](#) [Cancel](#) [Close](#) [Comment Report](#) [Audit Log](#)

REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- Have selected another requirement.
- Again, to manage the requirement, select "Edit Status"

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)

Pending Submission: ☒

Submitted To : ☒

Planned For Internal Sourcing: ☐

Validated To Claimant : ☐

Additional Info Required: ☐

Rejected: ☒

Canceled: ☐

Level 2 (Manpower Claimant)

Planned For Internal Sourcing: ☐

Validated To HQ: ☐

Additional Info Required: ☐

Rejected: ☐

Level 3 (Headquarters)

Reviewed: ☐

Approved: ☐

Denied: ☐

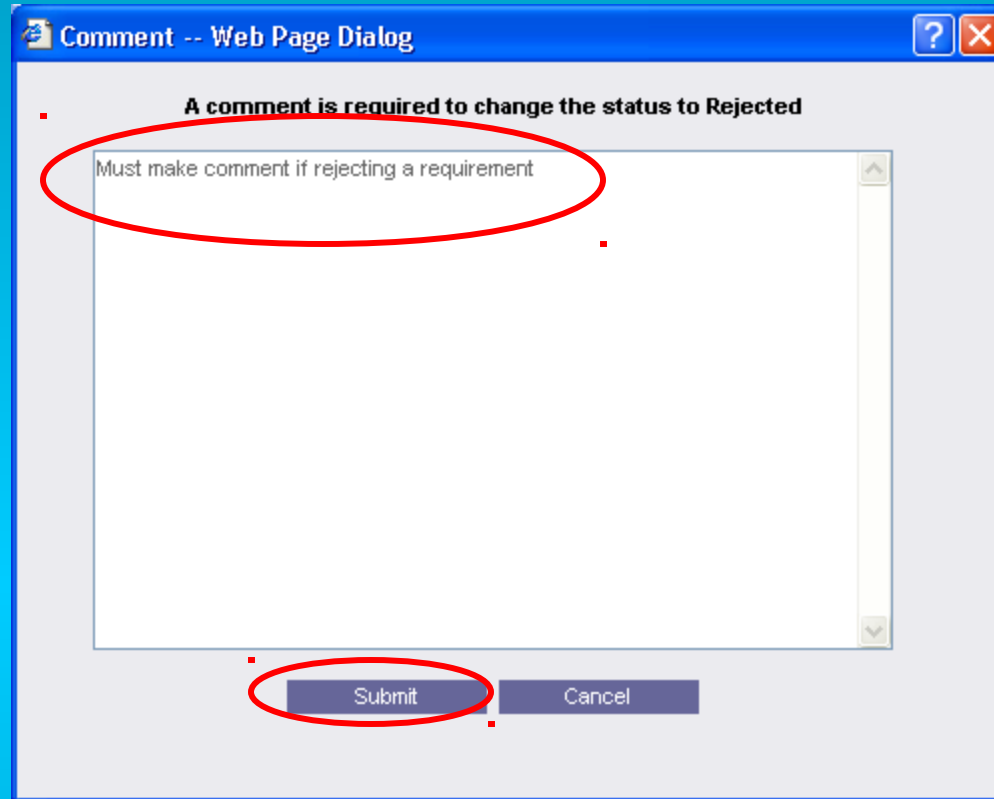
Additional Info Required: ☐

Sourcing

Sourced:

[Refresh](#) [Save](#) [Comments](#) [Close](#)

- After reviewing this requirement, it was determined that the requirement should not be sourced.
- Stennis Validator “Rejects” the requirement.
- Again, select which action you desire then click “Save”.



- Notice: If you reject a requirement, then you are required to make a comment. This allows the requestor to view the reason(s) why requirement was rejected.
- Make comment then select "Submit"

Status -- Web Page Dialog

Current Status: Rejected **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input checked="" type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

[Refresh](#) [Re-open](#) [Comments](#) [Close](#)

- Notice: Current Status immediately changes to “Rejected”
- A red X now appears beside “rejected” status.
- Requirement is NOW in the ‘inbox’ of the requestor as indicating “Rejected”

Status -- Web Page Dialog

Current Status: Rejected Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input checked="" type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

[Refresh](#) **Re-open** [Comments](#) [Close](#)

•Notice: A “Re-Open” button now appears. This allows the Validator the ability to re-open the requirement and revert the status to Submitted for Validation. Useful for when additional information or guidance is provided and it is determined the requirement should indeed be forwarded for action.

Status -- Web Page Dialog

Current Status: Submitted for Validation **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#) [Save](#) [Comments](#) [Close](#)

- Notice: As soon as “Re-Open” button is selected, the requirement IMMEDIATELY reverts to the “Submitted for Validation” Status.

Status -- Web Page Dialog

Current Status: Rejected Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input checked="" type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

[Refresh](#) **Re-open** **Comments** **Close**

- Notice: Rejected the Requirement again.
- Select “Comments” to view the comments associated with the changes in the status of this requirement.

Requirement Comments -- Web Page Dialog

Status Comments

rejected again

Add Edit Save Cancel Close

	Last Updated	User
Select	2004.04.07 2242	VALIDATOR LVL1 (STENNIS)
Select	2004.04.07 2236	VALIDATOR LVL1 (STENNIS)

Requirement Comments -- Web Page Dialog

Status Comments

Must make comment if rejecting a requirement

Add Edit Save Cancel Close

	Last Updated	User
Select	2004.04.07 2242	VALIDATOR LVL1 (STENNIS)
Select	2004.04.07 2236	VALIDATOR LVL1 (STENNIS)

- By clicking on the “Select” beside the date, you will see the comments provided by that user.

NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/RTM/AppHome.aspx> Go

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help Sign Out

[Home](#) | [Build-A-Request](#) | [Requests](#) | [Requirements](#) | [Reports](#) | [Table Maintenance](#) | [User Admin](#)

Requirement Tracking Module

 **Jurisdiction Report for VALIDATOR LVL1 (STENNIS)**

Selected Role Jurisdiction Information

UIC: 21847 **MANPOWER CLAIMANT:** COMPACFLT

Requires Attention

Status	# Of Requirements
Submitted for Validation	18

Status Summary


Status	# Of Requirements
Approved	40
Additional Info Required	1
Additional Info Required By Claimant	1
Denied	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	3
Sourced	3
Sourced - Currently Open	2
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	5
Submitted for Validation	18
Validated To Claimant	1

[Refresh](#) ☐ Load Requests ☒ Load Requirements

• Notice: By now going back to "Home", you notice the # of requirements that are in a "Submitted for Validation" and "Requires Attention" is now 18 vice 22 as we took action on 4 of the requirements.

- Will now go through steps to take if managing at “Request” level.
- This allows a Validator to take the same action on multiple requirements within a request.
- Click ‘radio button’ beside “Load Request” then click on the “18” number.

Requirement Tracking Module

 Jurisdiction Report for VALIDATOR LVL1 (STENNIS)

Selected Role Jurisdiction Information
UIC: 21847 MANPOWER CLAIMANT: COMPACFLT

Requires Attention

Status	# Of Requirements
Submitted for Validation	18

Status Summary

Status	# Of Requirements
Approved	40
Additional Info Required	1
Additional Info Required By Claimant	1
Denied	1
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	3
Sourced	3
Sourced - Currently Open	2
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	5
Submitted for Validation	18
Validated To Claimant	1

[Refresh](#)

☒ Load Requests ☐ Load Requirements

Internet

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=SV&juris=1> Go

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Submitted for Validation Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Notice that the 18 individual requirements are contained in a single Request.
- As a reminder: A request may, and often will, contain multiple Individual Augmentation requirements.
- Select the Request you desire to take action on.

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=SV&juris=1> Go

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:

Requestor Name: Authorized By:

Additional Criteria


Contains Requirements with Status: Submitted for Validation Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
 Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...)	21847	CAPT JONES	2004.04.

- One of the features of the report grid is the ability to 'drill down' into a request.
- Select the "+" sign.

Done Internet

Request Search/Filter

- Notice: The request is now further displayed at the Line Item Level
- Click the “+” sign on one of the Line Items

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search

Clear Fields

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
		▼	▼	▼	▼	▼	▼	▼	▼
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (... 21847		CAPT JONES	2004.04.

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
+ Select	192	HM2		E5	3	2004.04.07
+ Select	193	AO3		E4	3	2004.04.07
+ Select	194	111X		O2	4	2004.04.07
+ Select	195	210X		O3	2	2004.04.07
+ Select	196	ABE2		E2	10	2004.04.07

Request Browse - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=SV&juris=1> Go

- Notice: The Line Item is further displayed at the individual requirement level.
- Click the “+” sign on one of the Line Items

Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group:

Search Clear Fields

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (... 21847		CAPT JONES	2004.04.

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
Select	192	HM2		E5	3	2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Req.
Select	110626	EF-1104-0001	2004.06.01	2006.05.31		EF 1-1		
Select	110627	EF-1104-0002	2004.06.01	2006.05.31		EF 1-1		
Select	110628	EF-1104-0003	2004.06.01	2006.05.31		EF 1-1		
Select	193	AO3		E4	3	2004.04.07		
Select	194	111X		O2	4	2004.04.07		
Select	195	210X		O3	2	2004.04.07		

Done Internet

- Notice: The individual requirement displays any sourcing history.
- Note: Since this requirement has not been sourced yet, there is no sourcing history. If it had been sourced, grid would display information on ALL individuals that may have been sourced to that requirement during the entire history of the requirement.
- Will 'compact' the request by selecting the "-" sign at the request level

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.0

Line Items

Select	ID	Rating/Desig.	NEC/NOBC	Pay Grd	Qty	Last Updated
Select	192	HM2		E5	3	2004.04.07

Requirements

Select	ID	RTN	Begin Date	End Date	Appr. Thru	Operation	FFA UIC	FFA Re
Select	110626	EF-1104-0001	2004.06.01	2006.05.31		EF 1-1		

Sourcing

CCN	Name	Cur. UIC	Begin Date	End Date	Pay Grd.	NEC/NOBC	Report Date
Select	110627	EF-1104-0002	2004.06.01	2006.05.31		EF 1-1	
Select	110628	EF-1104-0003	2004.06.01	2006.05.31		EF 1-1	

Select	193	AO3		E4	3	2004.04.07		
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Request Browse - Microsoft Internet Explorer

Address: <https://www.ideamatics.net/BETA/RTM/RequestBrowse6.aspx?mode=B&stat=SV&juris=1>

Request Search/Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range:
Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Submitted for Validation Contains Requirements with Review Group:

[Number of Records Found: 1.]

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
Select	1104	1	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- To manage the request, and individual requirements within the request, select “Select” on the request you desire to manage.

Request - Microsoft Internet Explorer

HMCMPs RTM Version 4.0
User: VALIDATOR LVL1 (STENNIS)
UIC: 21847
Role: Level 1 Validator
Help

- Notice: Individual Requirements within a Request may be in various statuses.
- Can select “Select” for only those that are in a “Submitted for Validation”

Name:
UIC :
UIC Name:

Destination Information
Manpower Claimant : COMPACFLT
UIC : 21847
UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) Refresh Grid
Select All
Clear All
Add
Delete
Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	A03		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Rejected	1	4.55%	Select
Select Planned for Internal Sourcing	1	4.55%	Select
Select Submitted for Validation	18	81.82%	Select
Select Validated To Claimant	1	4.55%	Select

StatusGroup - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: **VALIDATOR LVL1 (STENNIS)** UIC: **21847** Role: **Level 1 Validator** [Help](#)

Status Group [Close Status Group](#)

[Request Information](#)
CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES **Requestor:** REQUESTOR (STENNIS)

[Status Information](#)
Status : Submitted for Validation

Requirements (18 requirements) [Refresh Grid](#) [Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select <input type="checkbox"/>	EF-1104-0005	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0006	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0007	2004.06.01	2006.05.31		1314459			9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31					9FG	SV		2004.04.07	Select

- The 18 IA requirements that are in a “Submitted for Validation” are displayed.
- You can select requirements individually and do actions as covered earlier in lesson.
- Or you can take multiple or all the requirements by checking the box of those you desire to take action on.

StatusGroup - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: **VALIDATOR LVL1 (STENNIS)** UIC: **21847** Role: **Level 1 Validator** [Help](#)

Status Group [Close Status Group](#)

[Request Information](#)
CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES **Requestor:** REQUESTOR (STENNIS)

[Status Information](#)
Status : Submitted for Validation

Requirements (18 requirements) [Refresh Grid](#) [Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select	<input checked="" type="checkbox"/>	EF-1104-0005	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0006	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0007	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0014	2004.06.01	2006.05.31				9FG	SV		2004.04.07	Select

- In example we will submit ALL 18 requirements to Manpower Claimant for action.
- Select "Select All"
- Then select "Global Update"

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help

Request Status: Submitted for Validation

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

Requirement Time Frame

* Begin Date: 2004.06.01 * End Date: 2006.05.31 Approved Thru:

CJCS Project

* Crisis Code: 9FG - ENDURING FREEDOM

Notes:

Qualifications

NEC/NOBC: Pay Grade: ~

Edit Status Edit Requirement(s) Save Cancel Close

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

- To submit the requirements to the Manpower Claimant for action, take same actions as covered earlier in lesson.
- Select "Edit Status"

Status -- Web Page Dialog

Current Status: Submitted for Validation Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		Sourcing
Rejected: <input type="checkbox"/>		Sourced: <input type="text"/>
Canceled: <input type="checkbox"/>		

[Refresh](#) **Save** Close

- Check "Validated To Claimant"
- Select "Save"

Status -- Web Page Dialog

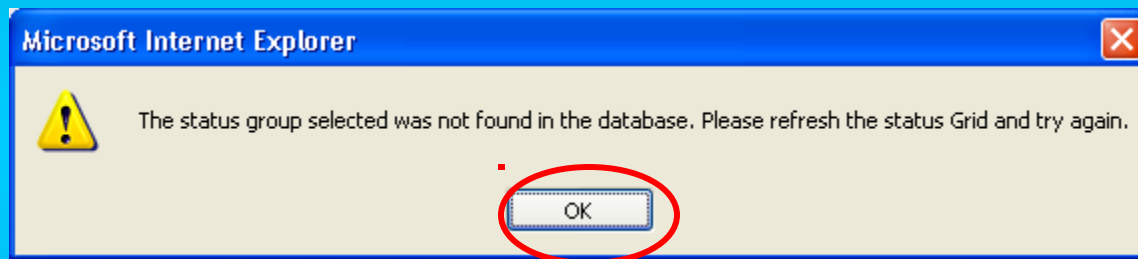
Current Status: Validated To Claimant **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing
Sourced:

[Refresh](#) [Close](#)

- Notice: Current Status immediately changes to “Validated To Claimant”.
- ALL 18 IA requirements are now in the ‘inbox’ of the Manpower Claimant Validator for action with indication of “Requires Attention”.



- Since you took actions on IA requirements that are in multiple Line Items, you get this message indicating you need to “Refresh Grid” in order to see updated status once you close the screens.
- Select “OK”

Request - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator Help

Request Delete Request Update Request Info Comments Audit Log Close Request

Name: UIC: UIC Name:

Destination Information

Manpower Claimant : COMPACFLT

UIC : 21847 UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) Refresh Grid Select All Clear All Add Delete Global Update

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	A03		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Rejected	1	4.55%	Select
Select Planned for Internal Sourcing	1	4.55%	Select
Select Submitted for Validation	18	81.82%	Select
Select Validated To Claimant	1	4.55%	Select

- Notice: Status of the 18 IA requirements are still displayed as “Submitted for Validation”
- As indicated, you need to Refresh Grid by selecting “Refresh Grid”

Request - Microsoft Internet Explorer

HMCMPs RTM Version 4.0 User: VALIDATOR LVL1 (STENNIS) UIC: 21847 Role: Level 1 Validator [Help](#)

Request [Delete Request](#) [Update Request Info](#) [Comments](#) [Audit Log](#) [Close Request](#)

Destination Information
Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	A03		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Rejected	1	4.55%	Select
Select Planned for Internal Sourcing	1	4.55%	Select
Select Validated To Claimant	19	86.36%	Select

• Once you “Refresh Grid” you notice the updated status now indicates those 18, now 19 as there was already another requirement validated, IA requirements have been “Validated To Claimant”

- Will continue in this lesson with actions of the Manpower Claimant Validator.
- You will notice the individual has the same actions available as the Level 1 Validator but now at the Manpower Claimant level (Level 2).
- Have already signed onto the program.

NMCMPS - Requirement Tracking Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ideamatics.net/BETA/rtm/AppHome.aspx> Go

NMCMPS RTM Version 4.0 User: VALIDATOR LVL2 (COMPACFLT) UIC: 00070 Role: Level 2 Validator Help Sign Out

Home Build-A-Request Requests Requirements Reports Table Maintenance User Admin

Requirement Tracking Module

Jurisdiction Report for VALIDATOR LVL2 (COMPACFLT)

Selected Role Jurisdiction Information
UIC: 00070 MANPOWER CLAIMANT: COMPACFLT

Requires Attention

Status	# Of Requirements
Validated To Claimant	19

Status Summary

Status	# Of Requirements
Approved	41
Additional Info Required	1
Additional Info Required By Claimant	1
Denied	1
Pending Submission	7
Rejected	1
Rejected By Claimant	3
Reviewed By HQ	3
Sourced	6
Sourced - Currently Open	4
Planned for Internal Sourcing	1
Planned for Internal Sourcing By Claimant	5
Validated To Claimant	19

[Refresh](#) ☒ Load Requests ☐ Load Requirements

- Will manage by opening the requirements at the Request Level as we did earlier in the lesson with Level 1 Validator. Now are at the PACFLT level.

- The 19 IA requirements are contained in a single Request.
- Select the Request you desire to work.

Request Search Filter

Command Criteria

UIC Type: UIC Code: Manpower Claimant: ☒ Has Jurisdiction

Request Criteria

CRI: Created Date Begin Range: Created Date End Range: Requestor Name: Authorized By:

Additional Criteria

Contains Requirements with Status: Contains Requirements with Review Group: **(Number of Records Found: 1.)**

Drag a column header here to group by that column.

Request

Select	ID	Juris	CRI	Requestor UIC	Claimant	Requestor	Dest. UIC	Auth. By	Created
									
 Select	1104	2	1104	21847	COMPACFLT	REQUESTOR (...	21847	CAPT JONES	2004.04.

- Once "Selected" the request will open the Line Item screen.
- Note the various statuses of the IA requirements within the request.
- As before can Select those that are "Validated To Claimant"

Name: REQUESTOR (STENNIS)
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)
Name:
UIC : **UIC Name:**

[Destination Information](#)
Manpower Claimant : COMPACFLT
UIC : 21847 **UIC Name:** CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#) [Select All](#) [Clear All](#) [Add](#) [Delete](#) [Global Update](#)

Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select <input type="checkbox"/>	HM2		E5	3	Select
Select <input type="checkbox"/>	A03		E4	3	Select
Select <input type="checkbox"/>	111X		O2	4	Select
Select <input type="checkbox"/>	210X		O3	2	Select
Select <input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Status	Current Requirements	Percentage	
Select Additional Info Required	1	4.55%	Select
Select Rejected	1	4.55%	Select
Select Planned for Internal Sourcing	1	4.55%	Select
Select Validated To Claimant	19	86.36%	Select

StatusGroup - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: **VALIDATOR LVL2 (COMPACFLT)** UIC: **00070** Role: **Level 2 Validator** [Help](#)

Status Group [Close Status Group](#)

[Request Information](#)
CRI: 1104 **Date Created:** 2004.04.07 **Authorized By:** CAPT JONES **Requestor:** REQUESTOR (STENNIS)

[Status Information](#)
Status : Validated To Claimant

Requirements (19 requirements) [Refresh Grid](#) [Select All](#) [Clear All](#) [Delete](#) [Global Update](#)

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select	<input type="checkbox"/>	EF-1104-0003	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0005	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0006	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0007	2004.06.01	2006.05.31		1314459		9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select

- The 19 IA requirements in a “Validated To Claimant” status will be displayed on the Status Group Window.

StatusGroup - Microsoft Internet Explorer

HMCPS RTM Version 4.0 User: VALIDATOR LVL2 (COMPACFLT) UIC: 00070 Role: Level 2 Validator Help

Status Group Close Status Group

Request Information
CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES Requestor: REQUESTOR (STENNIS)

Status Information
Status: Validated To Claimant

Requirements (19 requirements) Refresh Grid Select All Clear All Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select <input checked="" type="checkbox"/>	EF-1104-0003	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input checked="" type="checkbox"/>	EF-1104-0005	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input checked="" type="checkbox"/>	EF-1104-0006	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input checked="" type="checkbox"/>	EF-1104-0007	2004.06.01	2006.05.31		1314459			9FG	VM		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select
Select <input type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31					9FG	VM		2004.04.07	Select

You can select requirements individually and do actions as covered earlier in lesson.

Or you can take multiple or all the requirements by checking the box of those you desire to take action on.

Click in box on first 4 requirements to update only those 4. Then click "Global Update"

Requirement Global Update -- Web Page Dialog

HMCMPMS RTM Version 4.0 User: VALIDATOR LVL2 (COMPACFLT) UIC: 00070 Role: Level 2 Validator Help

Request Status: Validated To Claimant

- Requestor Information
- Personnel Need
- Destination
- Orders Information
- Billet Information
- By Name Candidate
- Review Information
- Recommendations
- Source History
- Update Errors

One-Way Mileage: One-Way Travel Cost:

Entitlements

Govt. Quarters: AVAILABLE Govt. Messing: ~

Per Diem Rate:

Special Instructions

☒ EXCESS BAGGAGE ☐ MALE ONLY

☐ FEMALE ONLY ☐ NEEDS OVERSEAS BAGGAGE

☐ LINGUIST

Unclassified Reporting Instructions

(Instructions below are transferred to the NIPRNET. Please ensure all information is unclassified.)

AGAIN, MUST INCLUDE REPORTING INSTRUCTIONS HERE THAT ARE REQUIRED ON UNCLASSIFIED ORDERS TO BE ISSUED TO INDIVIDUAL

Edit Status Edit Requirement(s) Save Cancel Close

* REQUIRED FIELDS — TRANSFERRED TO NIPRNET

Review each tab to determine what action you desire to take on the requirement.

NOTE: For example, these requirements do not have appropriate Unclassified Reporting Instructions.

Select "Edit Status"

Status -- Web Page Dialog

Current Status: Validated To Claimant Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input checked="" type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

[Refresh](#) **Save** Close

MARFOR Validator can:

Indicate IA will be planned for internal sourcing

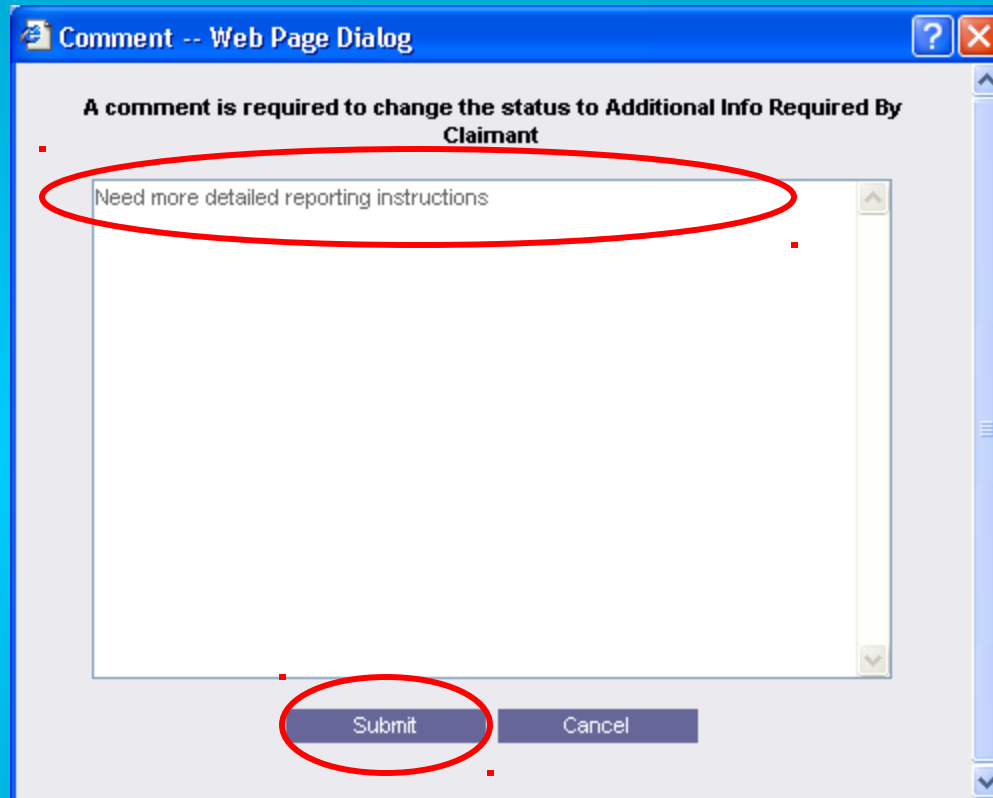
Validate IA to HQ (N3/N5) to take action

Send Requirement back to requestor for more information

Reject requirement

In example will send back with "Additional Info Required".


Then click "Save"



- As before, you are required to make a comment if you end a requirement(s) back to requestor for “Additional Information”

Status -- Web Page Dialog

Current Status: Additional Info Required By Claimant **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: 	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing
Sourced:

[Refresh](#) [Close](#)

Notice the Current Status immediately changes to “Additional Info Required by Claimant”.

Notice Notepad icon in status box.

This requirement NOW appears in the requesting command’s inbox of those with a requestor role as “Requires Attention”

Requestor will then make changes and ‘resubmit’ requirements.
(To be covered in another lesson)

- PACFLT Validator would then go back to the request and continue to take actions on each requirement or group of requirements as already has been demonstrated at Level1 Validator.
- Will go back to request and “Validate To HQ” the remaining 15 IA requirements that have been “Validated To Claimant”.

- As before can Select those that are "Validated To Claimant"

CRI: 1104 Date Created: 2004.04.07 Authorized By: CAPT JONES

[Create Approval Package](#)[Requestor Information](#)

Name: REQUESTOR (STENNIS)

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

[Submitted on Behalf Of Information](#)

Name:

UIC :

UIC Name:

[Destination Information](#)

Manpower Claimant : COMPACFLT

UIC : 21847

UIC Name: CVN 74 JOHN C STENNIS

Line Items (5 line items) [Refresh Grid](#)[Select All](#)[Clear All](#)[Add](#)[Delete](#)[Global Update](#)

	Select	Rating/Desig.	NEC/NOBC	Pay Grade	Qty	
Select	<input type="checkbox"/>	HM2		E5	3	Select
Select	<input type="checkbox"/>	A03		E4	3	Select
Select	<input type="checkbox"/>	111X		O2	4	Select
Select	<input type="checkbox"/>	210X		O3	2	Select
Select	<input type="checkbox"/>	ARF2		F2	10	Select

Requirement Status Summary (Total Requirements: 22)

Select	Additional Info Required	1	4.55%	Select
Select	Additional Info Required By Claimant	4	18.18%	Select
Select	Rejected	1	4.55%	Select
Select	Planned for Internal Sourcing	1	4.55%	Select
Select	Validated To Claimant	15	68.18%	Select

StatusGroup - Microsoft Internet Explorer

NMCMPS RTM Version 4.0 User: VALIDATOR LVL2 (COMPACFLT) UIC: 00070 Role: Level 2 Validator Help

Status Group Close Status Group

Request Information
CRI: 1104 Date Created: 04/07/2004 Requestor: STENNIS

Status Information
Status: Validated To Class

Requirements (15 requirements) Refresh Grid Select All Clear All Delete Global Update

Select	RTN	Begin Date	End Date	Appr. Thru	BIN	Paragraph	Line	Crisis Code	Status	Recall Status	Updated	
Select	<input checked="" type="checkbox"/>	EF-1104-0008	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0009	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0010	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0011	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0012	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0013	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0014	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0015	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0016	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0017	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0018	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0019	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0020	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select
Select	<input checked="" type="checkbox"/>	EF-1104-0021	2004.06.01	2006.05.31				9FG	VM		2004.04.07	Select

- As before can Select “Select All”
- Select “Global Update”

Requirement Global Update -- Web Page Dialog

NMCMPS RTM Version 4.0 User: VALIDATOR LVL2 (COMPACFLT) UIC: 00070 Role: Level 2 Validator Help

Request Status: Validated To Claimant

▼ Requestor Information

▼ Personnel Need

▼ Destination

▼ Orders Information

▼ Billet Information

▼ By Name Candidate

▼ Review Information

▼ Recommendations

▼ Source History

▼ Update Errors

•As before can Select "Edit Status"

Submitted on Behalf Of

Requestor Name:

UIC :

UIC Name:

Manpower Claimant: COMPACFLT

Authorized By: CAPT JONES

CRI: 1104

Edit Status Edit Requirement(s) Save Cancel Close * REQUIRED FIELDS — TRANSFERRED TO NIPRNET

Status -- Web Page Dialog

Current Status: Validated To Claimant Recall Status:

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#)

- As before, indicate "Validated to HQ"
- Select "Save"

Status -- Web Page Dialog

Current Status: Validated To HQ **Recall Status:**

Level 1 (Prior To Claimant)	Level 2 (Manpower Claimant)	Level 3 (Headquarters)
Pending Submission: <input checked="" type="checkbox"/>	Planned For Internal Sourcing: <input type="checkbox"/>	Reviewed: <input type="checkbox"/>
Submitted To <input type="text"/> : <input checked="" type="checkbox"/>	Validated To HQ: <input checked="" type="checkbox"/>	Approved: <input type="checkbox"/>
Planned For Internal Sourcing: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Validated To Claimant : <input checked="" type="checkbox"/>	Rejected: <input type="checkbox"/>	Additional Info Required: <input type="checkbox"/>
Additional Info Required: <input type="checkbox"/>		
Rejected: <input type="checkbox"/>		
Canceled: <input type="checkbox"/>		

Sourcing

Sourced:

[Refresh](#) [Close](#)

- Again, notice the Current Status IMMEDIATELY changes to “Validated to HQ”
- IA requirements are now in the “inbox’ of HQ Action Officer for action as “Requires Attention”

- Next lesson, RTM – Lesson 3 – HQ (N3/N5) Actions, will cover those actions taken by various departments and sections at HQ.
- RTM – Lesson 4 – Reports, will cover how to build reports in the RTM

SUPPORT



Additional documentation can be found in the NMCMPs Help files.

For any questions regarding this system please call IDEAMATICS, Inc at 1-800-247-IDEA or (703) 903-4972.